

## GOALS Training Hour Requirements For Directors

Acceptable training courses for the GOALS Certificate of Excellence include training sponsored by the Wisconsin Department of Public Instruction School Nutrition Team (DPI SNT), The Institute of Child Nutrition (ICN), or USDA's Food and Nutrition Services (FNS). Other training may be credited with DPI approval. Wisconsin Department of Health Services/Wisconsin Department of Agriculture, Trade, and Consumer Protection (DHS/DATCP) food manager certification may be counted as 8 hours of food safety training.

<b>GOALS Required Training Hours – Director</b>	<b>Training Hours</b>
<b>NUTRITION</b>	
MENU PLANNING – 23 training hours required	
Meal Pattern	8
Cycle Menu	1
Local Foods/ F2S	2
Standardized Recipes	4
Menu Analysis	2
Special Diets Including Food Allergies: Comprehensive Training	4
USDA Foods	2
NUTRITION EDUCATION – 6 training hours required	
Nutrition Activities	2
Classroom	2
School Garden or comparable	2
GENERAL NUTRITION – 8 training hours of Nutrition 101 or similar	
Nutrition 101	8
<b>Total Training Hours Nutrition (Code 1000)</b>	<b>37</b>
<b>OPERATIONS</b>	
SERVING FOOD – 10 training hours required	
Food Production Records	2
CN Label Crediting/Product Formulation Statements	2
Portion Sizes	1
OVS	2
Food Presentation, Serving Lines and Food Quality	2
Use and Care of Equipment	1
CASHIER AND POS – 2 training hours required	
POS/Reimbursable Meals	1
F/R Student Identity Protection/Overt Identification	1
PURCHASING AND PROCUREMENT – 7 training hours required	
Procurement Training Series – Online	1
SNSDC Procurement Class	4
USDA Foods Ordering	2

FOOD SAFETY AND HAACP – 8 training hours required plus 2 electives	
ServSafe Certificate or food safety equivalent <b>Required</b>	8
Food Safety Culture	1
Receiving and Recall	1
Wisconsin Food Code	1
<b>Total Training Hours Operations (Code 2000)</b>	<b>30</b>
<b>ADMINISTRATION</b>	
ELIGIBILITY AND REGULATIONS – 16 training hours required	
CN Basics – The School Nutrition Program Contract	8
Eligibility, Certification, Verification	8
FOOD SERVICE PROGRAM MANAGEMENT – 7 training hours required	
Staff Management	2
Standard Operating Procedures (SOPs)	1
Healthy School Environment/Team Nutrition	2
Water, Energy and Waste	1
Emergency Plans	1
FINANCIAL MANGEMENT – 6 training hours required plus 2 electives	
Financial Basics <b>Required</b>	4
Meal Counting and Claiming <b>Required</b>	2
School Foodservice Budgeting	2
School Foodservice Financial Analysis	1
Meal Pricing/Food Costing (PLE and Non-Program Foods)	1
HUMAN RESOURCES AND STAFF TRAINING – 4 training hours required	
Human Resource Management/Policy and Procedures	2
Professional Standards Training and Tracking	2
Retention, Promotion, Recognition	2
Employee Health, Safety And Wellness	2
FACILITIES AND EQUIPMENT PLANNING – 2 training hours required	
Purchasing and Maintenance	1
Equipment Maintenance and Care	1
OTHER PROGRAMS – 1 training hour required	
Special Milk, Afterschool Snack, Fresh Fruit/Vegetable, Wisconsin School Day Milk (overview)	1
<b>Total Training Hours Administration (Code 3000)</b>	<b>38</b>
COMMUNICATIONS AND MARKETING – 5 training hours required	
Strategic And Marketing Plans/Program Promotion	2
Customer Service	1
Communication Skills	1
School And Community Communications	1
Smarter Lunchroom Techniques	2
<b>Total Training Hours Communications (Code 4000)</b>	<b>5</b>
<b>Total training hours to earn GOALS Certificate – Director</b>	<b>110</b>